

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: OP/CAD/Placement Branch

6N-11 []

EXTENSION

NO.

DATE

3 July 1984

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/CAD/PB
6N-11 []

7/5/84 BH

Quarterly Report - Exit Interview Program.

2.

3.

C/OP/CAD
6N-11 []

7/5 to

As we did last quarter, some of the data will be charted/viewgraphed for possible use at briefing of DDA by []

4.

5.

DD/Pers/SP
5S-17 []

LHO

6.

7.

EXO/OP
6N-20 []

JUL 12 1984

We can also provide separation reasons by Career Service if desired
LS

8.

9.

DD/Pers
6N-20 []

10.

11.

D/Pers
6N-20 []

7-16-84

Q

12.

66 JN

VH

Keep this with your attention slides, then return to []
m B

-ND-

14.

15.

Bob.

RESIGNEES

APRIL THROUGH JUNE 1984

1. Personal Affairs Branch advises that there were 156 "pure" staff resignees in comparison with 157 during the period January through March 1984. Of the 156, eighteen (18) were processed by the Special Activities Staff and are de facto resignations in lieu of separation. Three (3) of the 156 were low performers who were advised by their Career Service that their future lay outside the Agency. Therefore, there are 135 individuals who are of concern to those involved with the Exit Interview Program.

2. During a part of the quarter the Directorate of Intelligence Personnel Staff interviewed eighteen (18) I careerists. Including this group the Exit Interview Program has closely monitored 95 cases or 70% of the 135 resignees noted above. Breakdown by major Career Service as follows:

CP	IC Staff	2
I	DDI Service	27
M	DDA Service	30
R	DDS&T Service	17
D	DDO Service	14
E	Executive Service	5

a. Reason for leaving - of the 95 individuals surveyed:

39 or 41% left for advancement/financial
27 or 28% left for family related reasons
14 or 15% left because of unhappiness
11 or 11% left for career change
4 or 4% left to further education
1 or 1% left for own business

b. Above contrasted with January through March period when:

49% left for advancement/financial
21% left for family reasons
14% left because of unhappiness
12% left for career change
4% left for own business

5. Additional data for April - June quarter:

55% were females
53% are GS-08 and below

25X1

Resignees (cont)

14 individuals or 15% of the total of 95 are secretaries -
4 were unhappy, 7 left for advancement/financial reasons and 3
left for family related reasons.



25X1

OBJECTIVE AND ACTION PLAN

OFFICE	RESPONSIBLE OFFICER	FY	FY RESOURCE ESTIMATE		PERIOD	STATUS
			WKYR	DOLLARS		
FY 1984 - 1	OP/HRPS				OCT - DEC	
Build HRPS Capability:					JAN - MAR	
Within the past year HRPS has been faced with the requirement to replace the total staff complement. This situation creates a requirement to rebuild and retain HRPS analytical capabilities. The achievement of these objectives will combine a mixture of staffing and developmental milestones.					APR - JUN	
					JUL - SEP	
					X EXCEEDING PLAN	
					= MEETING PLAN	
					< BEHIND PLAN	

ACTION PLAN (Milestones)	COMPLETION MONTH: SCHEDULED O; ACTUAL X											
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
°STAFFING:												
- EOD Specialist												
- Rotate-in Generalist												
- Identify and clear Consultant for hire.												
°TRAINING:												
- SAS train staff												
- HP train staff												
- DYNAMO in-house project												
°LIAISON:												
- Contact and schedule meetings with major defense HR planning elements.												
- Join a reputable HR planning organization.												

STAT

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OBJECTIVE AND ACTION PLAN

OBJECTIVE NO. FY 1984 - 3	OFFICE OP/HRPS	RESPONSIBLE OFFICER	FY	FY RESOURCE ESTIMATE		PERIOD		STATUS						
				WKYR	DOLLARS			+	=					
OBJECTIVE Human Resource Trend Report: Develop a management-oriented human resource trend report. The previous effort in this area is useful but massive and confusing to many senior managers who could best use the data. HRPS intends to begin with the existing information report (HRMIS) and modify it with iterative feedback to make it a more useful product:						OCT - DEC								
						JAN - MAR								
						APR - JUN								
						JUL - SEP								
									+ EXCEEDING PLAN = MEETING PLAN < BEHIND PLAN					
ACTION PLAN (Milestones)			COMPLETION MONTH: SCHEDULED O: ACTUAL X											
			OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
°Modify existing computer programs to produce graphs with added clarity.				OX										
°Create computer programs for overall categories.				0	X									
°Produce report quarterly.						0			0		0			
°Obtain and incorporate user feedback re specific areas of concern and on report format.							0							
°Expand distribution to include relevant OP components.						0			0		0			

OBJECTIVE AND ACTION PLAN

FY 1984 - 4	OFFICE	RESPONSIBLE OFFICER	FY	FY RESOURCE ESTIMATE		PERIOD		STATUS						
	OP/HRPS			WYVE	DOLLARS	OCT - DEC	T	=	<					
Annual Human Resource Projection Package.						JAN - MAR								
<p>At various times, HRPS has developed projections of various types of manpower flows. As more of this ad hoc work is done, it becomes increasingly apparent that many of these manpower flows are inter-related and inter-dependent. HRPS, therefore, is planning the development of an annual set of manpower-flow projections for the use of directorate and OP components use in short-range planning. The initial set would indicate annually projected directorate, sub-category promotions, retirement, other separations, subcategory changes, EOD requirements, and age changes.</p> <p>ACTION PLAN (Milestones)</p> <ul style="list-style-type: none"> °Develop historical data. °Modify historical levels with current trends. °Develop software to manipulate data. °Design report format. °Produce initial report. 						APR - JUN								
						JUL - SEP								
						EXCEEDING PLAN MEETING PLAN BEHIND PLAN								
			COMPLETION MONTH: SCHEDULED O, ACTUAL X											
			OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
							Q							
								O						
											O			
												O		
														O

OBJECTIVE AND ACTION PLAN

FORM 3629 OBSOLETE PREVIOUS
12-79 EDITIONS

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OBJECTIVE AND ACTION PLAN

OBJECTIVE NO.	OFFICE	RESPONSIBLE OFFICER
FY 1984 - 5	OP/HFPS	

OBJECTIVE Improve the quality of life for employees.

FY	FY RESOURCE ESTIMATE	
	WKYR	DOLLARS

PERIOD	STATUS		
	+	=	<
OCT - DEC			
JAN - MAR			
APR - JUN			
JUL - SEP			

+ EXCEEDING PLAN
= MEETING PLAN
< BEHIND PLAN

E. Improve retention rate for employees.

ACTION PLAN (<i>Milestones</i>)	COMPLETION MONTH:											
	SCHEDULED O	ACTUAL X										
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
*Develop data on attrition rates: °By organization, to component level °By SD, to panel level °By subcategory (by ORG and by SD) °Resolve data discrepancies				OX OX OX OX								
*Develop data on the causes of attrition: °By organization °By SD °By subcategory °By occupation °By service °By age					OX OX OX	0						
*Prepare a strategic plan to reduce attrition: °Size major attrition targets °Develop attrition reduction alternatives °Prepare recommendations						0 0 0	0 0	0 0				